

# **REGULATION OF DOCTORAL STUDIES**

**School of Architecture  
Faculty of Engineering  
Aristotle University of  
Thessaloniki**

## **REGULATION OF DOCTORAL STUDIES**

**School of Architecture**

**Faculty of Engineering**

**Aristotle University of Thessaloniki**

### **Article 1.**

#### **General Principles**

The Ph.D. Studies of the School of Architectural Engineering of the Faculty of Engineering of the University of Thessaloniki aim to promote knowledge and original scientific research and lead to the acquisition of a Ph.D.

The Ph.D. is an academic title that certifies the preparation of original scientific research and the substantial contribution of its holder to the development of science and knowledge in the relevant scientific field.

These Rules of Procedure reflect the structure and rules of operation of the Doctoral Studies Programme of the School of Architecture of the Aristotle University of Thessaloniki, as drawn up by decision of the School's Assembly (No. 4/ 12-12-2017), approved by the Senate of the University of Thessaloniki, published in the Government Gazette (1480/B/27-4-2018), posted on the School's website and communicated to the Ministry of Education, Research and Religious Affairs.

### **Article 2.**

#### **Legal and Institutional Framework**

The Ph.D. Program of the School of Architecture of the Faculty of Engineering of the University of Thessaloniki is organized and operates in accordance with the provisions of Law 4485/2017 and the relevant provisions and decisions in force.

### **Article 3.**

#### **Right to Apply**

The right to apply for a Ph.D. thesis in the School is of those who meet the following conditions:

- They hold a diploma of Architect of Engineering of Greece, a single and unbroken postgraduate degree in accordance with Article 46 of Law 4485/2017, or recognized as an equivalent institution of the rest of the world, of a five-year duration with diplomatic work.
- They are graduates of another School of H.E.I. (University or TEI) of the national or recognized as an equivalent institution of the rest of the world and additional holders of a Master's Degree S.A.I. of the national or recognized as an equivalent institution of the rest of the world specializing in a direction relevant to the subject of the proposed thesis.
- In exceptional cases, are accepted as PhD Candidates non-graduates of a Master's Degree in accordance with the conditions set out below.

The School of Architecture of the Faculty of Engineering of the University of Thessaloniki has defined the following specific conditions:

- For holders of a diploma of Architect of Engineering of Greece, a single and unbroken postgraduate degree in accordance with Article 46 of Law 4485/2017, or recognised as an equivalent institution of the rest of the world, five-year duration with diplomatic work, the following shall be taken into account: exceptional performance in the courses and diplomatic papers of the 5-year curriculum, and/or publications related to the cognitive area of the thesis, and/or participation in research projects in the cognitive area of the thesis certified by letter from the scientific officers on the content and extent of the candidate's contribution, and/or internationally recognised architectural work.
- For graduates of another School of H.E.I. (University or TEI) of the national or recognized as an equivalent institution of the rest of the world and

additional holders of a Master's Degree S.A.I. of the national or recognized as an equivalent institution of the rest of the world specializing in a direction relevant to the subject of the proposed thesis, take into account: exceptional performance in the courses and diplomatic work of the curriculum, and/or publications related to the cognitive area of the thesis, and/or participation in research programmes in the cognitive area of the thesis certified by a letter from the scientific officers on the content and extent of the candidate's contribution.

#### **Article 4.**

##### **Duration**

The duration for obtaining the Ph.D. is at least three (3) full calendar years from the date of appointment of the Three-Member Advisory Committee.

For doctoral candidates who are exceptionally accepted, without holding an MA, the minimum time limit for obtaining the PhD is at least four (4) full calendar years from the date of appointment of the Three-member Advisory Committee.

The maximum time for the doctoral dissertation is set at six (6) full calendar years from the date of appointment of the Three-member Advisory Committee. The above period may be extended for a further two (2) years, at the request of the candidate, a reasoned recommendation of the Three-member Advisory Committee and approval of the Assembly of the School.

The doctoral candidate may apply for a suspension of one (1) full calendar year at his/her request, accompanied by a sufficiently reasoned recommendation of the Three-member Advisory Committee and approved by decision of the Assembly of the School. During the suspension, his/her status shall be lifted. The duration of the suspension is not counted in the maximum total time of preparation of the Ph.D. Thesis.

A change of title or specialization of title may take place on the basis of an informed recommendation of the Three-member Advisory Committee and approval of the Assembly of the School. A change of subject in the Ph.D. thesis under preparation can take place on the basis of an informed

recommendation of the Three-member Advisory Committee and approval of the Assembly of the School. Where the change of subject leads to a new scientific field, the procedure laid down in Article 7 of this Regulation shall be followed.

## **Article 5.**

### **Rights / Benefits and Obligations of PhD Candidates**

#### **5.1. Rights / Benefits**

Ph.D. studies are offered free of charge.

Doctoral candidates for five (5) years from the date of appointment of the Three-member Advisory Committee shall retain full rights and benefits provided for the students of the second course of study.

Examples include: technological and financial support, awards, scholarships, student care, representation in collective institutions, etc.

In addition, doctoral candidates retain rights to access, borrow and use the electronic services of university libraries up to five (5) years after the award of the PhD.

#### **5.2. OBLIGATIONS**

The doctoral candidate has an obligation to renew his/her registration each academic year.

The doctoral candidate has an obligation to participate in educational activities (seminars, student workshops or periodic workshops) related to the preparation of his/her doctoral thesis, which are organized by the School.

The doctoral candidate has an obligation to submit on annual basis the intermediate deliverables: at least one (1) scientific publication, or at least one (1) announcement at a scientific conference, or participation in an exhibition, or student workshop, etc.

The doctoral candidate has an obligation, upon request, to offer ancillary work to the School in which he/she is carrying out his/her dissertation. This project

may concern ancillary course teaching, organisational actions, support for scientific events, etc.

#### **Article 6.**

##### **Participation of PhD Candidates in the educational process**

By decision of the Assembly of the School (Article 9(1)(b) of the Treaty on European Convention, the Court of Justice of the European 3 subparagraph (e) of Law 3685/2008 which remains in force in accordance with Article 88(a) of Law 4485/2017)) and a joint decision of the Ministries of Education and Finance may be entrusted to doctoral candidates to assist faculty members of the School at undergraduate and postgraduate level with hourly remuneration, which shall be borne by the regular budget of the Foundation.

#### **Article 7.**

##### **Procedure for the Selection of PhD Candidates**

The School may advertise positions of doctoral candidates, which are made public by the daily press and posted electronically on the School's website.

The candidate submits an application from 1 to 31 October or 1 to 31 March to the Secretariat of the School. The application includes the proposed title, the proposed language of preparation, which may be different from Greek and the proposed supervisor of the doctoral thesis, a professor of the School, which belongs to those who have the right to supervise a doctoral thesis, in accordance with Article 39 of Law 4485/2017. The application shall be accompanied by a detailed CV of the candidate, a draft doctoral thesis, copies of diplomas and certificates of language proficiency, two letters of recommendation, publications or whatever the candidate considers to contribute positively to his evaluation.

## ➤ THE CANDIDATE

The candidate submits an application from 1 to 31 October or 1 to 31 March to the Secretariat of the School. For the formal possibility of preparing a dissertation in accordance with the general and specific conditions, the Postgraduate Studies Committee (P.S.C.) of the School is recommended, which is convened for this purpose twice a year: November and April. The Committee shall meet for a third time in May to examine only cases which had already been dealt with previously and for which additional information or clarification had been requested.

The procedure for selecting doctoral candidates is carried out by the P.S.C. The following criteria are taken into account:

- (a) The general degree of the diploma(s)
- (b) The general degree of the postgraduate diploma(s)
- (c) Performance in undergraduate and postgraduate courses related to the subject of the proposed dissertation.
- (d) Performance in diplomatic or graduate and postgraduate work and their connection with the subject of the proposed dissertation.
- (e) Research activity of the candidate (as shown, for example, by his participation in research projects, by his publications in journals and his participation in conferences).
- (f) The acquisition of more formal qualifications in relation to the professional and research performance of the candidate in the event that he does not hold a Master's degree.
- (g) The candidate's detailed CV, which shall record all additional qualifications.
- (h) The content of the required two constituent letters.
- (i) The general picture of the candidate in accordance with the recommendation by the supervising professor.
- (k) Adequate documented knowledge of at least one foreign language.

The application shall indicate the proposed supervisor of the Ph.D. thesis, who belongs to those who have the right to supervise a Doctoral Thesis, in accordance with Article 39 of Law 4485/2017 and Article 8 of this Regulation,

the proposed title and the proposed language of preparation and writing, which may be different from Greek (if one or more of the members of the three-member advisory committee are teachers at a university/s abroad as well as if the doctoral candidates are foreign) following the agreement of the supervisor and a decision of the Assembly of the School. In case the language of writing is different from Greek, the candidate has the obligation to write and submit an extensive summary in Greek.

The application is accompanied by a detailed curriculum vitae of the candidate, draft doctoral dissertation and the necessary additional documents, as defined in the relevant document of the Secretariat of the School.

### ➤ THE SCHOOL

On the recommendation of the Postgraduate Studies Committee (PSC) of the School, based on the relevance of the research subject of the applications submitted, three-member Committees are appointed by the Assembly consisting of faculty members of the School, by category of applications. The three-member committees shall be composed of the members of the Postgraduate Studies Committee (P.S.C.) and/or other faculty members of the School when necessary. Each Commission shall examine the applications submitted and the documents submitted and shall interview the applicant.

Each Committee shall then submit to the Assembly of the School a proposal with a detailed memorandum stating the reasons why the candidate qualifies or not for the approval.

In addition, it proposes the supervisor if he/she has not been nominated by the candidate and the other two members of the Three-member Advisory Committee. In any case, the matter is responsibility of the Assembly of the School.

The Assembly of the School, taking into account the Commission's memorandum, approves or rejects the candidate's application on a reasoned

basis. The approval decision of the Convention also defines the language for the preparation and writing of the Doctoral Thesis. In the same decision, the Assembly may define as a condition for the preparation of the candidate's Doctoral Thesis, the parallel successful course/s follow-up or other scientific research-related obligations.

## **Article 8.**

### **Supervision of Doctoral Thesis**

- 1.** The right to supervise doctoral dissertations is upon professors of 1st degree, associate and assistant professors of the relevant or other H.E.I. or researchers A, B or C degree of the research centers (Article 13A of Law 4310/2014 and the provisions of Article 39.1 of Law 4485/2017) including the research centers of the Academy of Athens.
- 2.** The Assembly of the School shall entrust the proposed supervisor, in accordance with paragraph 3 of Article 38 of Law 45485/2017, with the supervision of the Doctoral Thesis. The supervisor recommends to the Assembly of the School the appointment of a three-member Advisory Committee, with the responsibility to frame and support candidates preparation and writing.
- 3.** The three-member Advisory Committee shall include as members, the supervisor and two other members, professors of 1st degree, associate and assistant professors of the relevant or other H.E.I., or professors recognized as homogeneous institutions of the rest of the world, who hold a doctoral degree, or researchers in grades A, B or C from research centers under Article 13A of Law 4310/2014, including the research centers of the Academy of Athens and the Institute of Medical Research of the Academy of Athens or from recognised research centers or institutes abroad and have the same or related subject matter as the doctoral thesis in question. Members of the Three-member Advisory Committee may also be appointed when are on leave. The Three-member Advisory Committee includes at least one (1) member of the Board of Directors from the first three levels of the School.

The maximum supervision of Doctoral Thesis per member of the School professors is proposed at eight (8). Cases of co-supervision of doctoral dissertations will not be counted in the total.

1. If for any reason the supervisor disappears or is found to be unable to perform the duties of supervisor for a long period of time, the Assembly of the School, assessing the circumstances and the relevant recommendation of the Postgraduate Studies Committee, entrusts another person with supervision, in accordance with the provisions of the preceding paragraphs, at the request of the doctoral candidate and with the agreement of the new proposed supervisor. Otherwise, one of the other two (2) members of the Three-member Advisory Committee shall assume the duties of supervisor, even in excess of the maximum number of doctoral candidates.

2. If the original supervisor moves to another H.E.I. or School of H.E.I. or retires, he/she continues to be the supervisor of the Doctoral Thesis he/she has undertaken, and the title is awarded by the H.E.I., to which the School belongs, where the preparation of the Doctoral Thesis began.

3. The Secretariat of the School must post on the website, in Greek and English, the name of the PhD Candidate, the title and brief summary of the Ph.D. Thesis, the name of the supervisor and the other members of the Three-member Advisory Committee.

#### **Article 9.**

##### **Preparation of a Ph.D. Thesis with Co-supervision**

The School of Architecture of Faculty of Engineering of the Aristotle University of Thessaloniki can collaborate, in accordance with Article 43 of Law 4485/2017, with Schools of HEI, research centers and institutes of Article 13A of Law 4310/2014, including the research centers of the Academy of Athens and the Institute of Medical Research of the Academy of Athens, for the preparation of dissertations with co-supervision. The procedures for drawing up, granting a single or separate title, etc., are laid down in the relevant Special Cooperation Protocol to be drawn up.

The School of Architecture of Faculty of Engineering of the Aristotle University of Thessaloniki can also collaborate with recognized institutions or research

centers and institutes abroad for the preparation of dissertations with co-supervision. The procedures for drawing up, granting a single or separate title, etc., are laid down in the relevant Special Protocol for Cooperation drawn up in accordance with the relevant decision of the Minister for Education, Research and Religious Affairs published in the Government Gazette.

#### **Article 10.**

##### **Preparation Process**

The doctoral candidate, each year, presents orally before the Three-member Advisory Committee and submits in writing a detailed memorandum on the progress of his/hers Doctoral Thesis.

A copy of the memorandum, as well as comments on it from the supervisor or the three-member Advisory Committee and progress reports, shall be entered in the individual file of the doctoral candidate.

#### **Article 11.**

##### **Ph.D. Thesis Assessment**

After the completion of the Doctoral Thesis, the doctoral candidate submits an application to the Three-member Advisory Committee, through the Secretariat, for public support and evaluation.

The Three-member Advisory Committee shall decide on the approval or reasoned rejection of the application. If approved, it shall draw up a detailed Report. The Introductory Report records the completion of the doctoral thesis and proposes the appointment of a seven-member Committee of Inquiry for the doctoral candidate. If the three-member Advisory Committee does not approve the doctoral candidate's application, it shall give him/her detailed scientific observations – improvements as well as a timetable for implementation.

The Assembly of the School, after the submission of a positive Introductory Report of the Three-member Advisory Committee, appoints a seven-member

Committee of Inquiry for the evaluation of the Doctoral Thesis of the doctoral candidate. It includes the members of the Three-Member Advisory Committee and four additional members who meet the criteria of Article 39(2)(b) of Law 4485/2017 and have the same or related specialty as the scientific field of the Ph.D. Thesis. The three-member Advisory Committee has the right to propose the members of the Seven-member Committee of Inquiry.

In order to establish the Seven-member Committee of Inquiry, the deserved members of the Three-member Advisory Committee shall be replaced by new members who meet the criteria of article 39(2)(b) of Law 4485/2017. The members who have retired are entitled to attend the public presentation and evaluation process with the right to speak, but without the right to vote. Faculty members who are on leave may participate as members of the Seven-Member Committee of Inquiry.

The Ph.D. thesis is presented by the Doctoral candidate in public, for approximately half an hour, to the Seven-member Committee of Inquiry. The process of public support requires the physical presence of at least four (4) members of the Seven-member Committee of Inquiry, while the other members may also participate by teleconference.

The candidate also answers the questions of the members of the Seven-Member Committee of Inquiry. With the agreement of the Seven-Member Committee of Inquiry, questions may also be asked by the audience. The whole procedure may not exceed two (2) hours.

The candidate then leaves and the Seven-member Committee of Inquiry consults and judges the thesis on quality, completeness, original thinking and contribution to science and on the basis of these criteria formulates its final judgment and scores it.

Approval and scoring shall be attested by a relevant Minutes. The Ph.D. thesis is approved by a majority of at least five (5) members of the Seven-member Committee of Inquiry. The Minutes are signed by all participants in the process of evaluating the thesis members of the Seven-Member Committee of Inquiry and forwarded through the Secretariat to the Assembly of the School. Where the Minutes bear signatures from four members of the Seven-Member Committee and a fifth member has signed the Report, the title shall be deemed to have been validly issued (L. 4186/2013, Article 39(18)).

The approved doctoral dissertation is graded according to the following scale:

- Excellent with distinction (in very exceptional cases and only with a unanimous decision of the Seven-member Examination Committee)
- Excellent
- Very Good
- Good

## **Article 12.**

### **Appointment and Registration of PHD**

The Assembly announces and confesses him / her PhD candidate in a public meeting of the School, in the presence of the PhD candidate. The President of the School shall take into account the Proceedings of the School, certifying its successful completion of the oral presentation procedure and evaluation of the Doctoral Thesis, followed by the appointment and confession of the candidate as a Ph.D. of the School. The Rector or Vice-Rector is present at the Meeting, and the Dean may also be present. The ceremony of appointment and confession, as well as the type of Doctor's Ph.D. follows the Standards of Relevant Decisions of the Senate of the University of Thessaloniki.

The ceremony is held three (3) times per academic year and in crowded Schools up to five (5) times.

The doctoral candidate, prior to his/her appointment and registration by the Assembly of the School, may apply for a Certificate of Successful Completion.

The Ph.D. is awarded a Ph.D. Copy. The Ph.D. (membrane) is signed by the Rector, the President and the Head/Secretariat of the School and bears the stamp of the University of Thessaloniki.

The Secretariat of the School and in accordance with the recommendation of the Three-member Advisory Committee defines and informs the PhDs about additional procedures or deliverables, such as the procedure of publication of an invitation to the public presentation, a number of reprints submitted by the

doctoral candidate to the School, the Central Library-Information Center of the University of Thessaloniki, the National Documentation Center, etc.

### **Article 13.**

#### **Reasons for deletion**

- The Assembly of the School of Architectural Engineering of the Faculty of Engineering of the Aristotle University of Thessaloniki, following a decision of the Three-member Advisory Committee, may recommend the deletion of a PhD Candidate. The decision shall substantiate the reasons for the deletion.
- The reason for deletion is, inter alia, the insufficient progress of the doctoral candidate, which is documented by at least two (2) negative Annual Progress Reports.
- The doctoral candidate shall be automatically deleted at his/her request.

### **Article 14.**

#### **Transitional provisions**

- All doctoral candidates of the School after the adoption of this Regulation of Doctoral Studies, are included in the provisions of Law 4485/2017 and this Regulation.
- Those doctoral candidates of the School who have exceeded the maximum duration of a doctoral thesis are obliged to complete it within two years.